

BOD Meeting Minutes

Call to Order

A meeting of **NEPA SHRM BOD** was held virtually via Zoom on March 5, 2024, at 5:00pm.

Attendees (Red Indicates No Camera Use)

Christine Jensen	Brooke Lipperini	Neena Patton	Heather Clark
Tiffany Jackson	Heather Buck	Denisse Batista	Melissa Sharp

Members not in Attendance

Carrie Krott	Sarah Suwak	Krissy Bryk	Holly Courter
Sean Miller	Kellie Knesis	Regina Cochado	

Previous Minutes

- a. February Minutes (Brooke)
 - i. February minutes motioned to approve by Heather Clark and seconded by Christine.

Presidents Update

- a. HRCI recertification provider renewal completed; SHRM recertification credit provider renewal in-process.
- b. Excel submitted March 2024.
- c. Clif report submitted in December 2023.
- d. Shape report submitted in January 2024.
- e. 2024 State Event Attendance – volunteers needed
 - a. Q1 State Council Meeting - February – Neena
 - b. State Legal & Legislative Event – May 2 & 3 – Regina (Christine backup)
 - c. State Leadership Conference – July 25 & 26 – OPEN
 - d. State Annual Conference – September 11 – 13 – possibly Tiffany
 - e. Volunteer Leaders Business Meeting – November 21 – 23 – Neena
- f. Independent Contractor role
 - a. Details being finalized before position is posted.
- g. Neena attended PA State Council meeting in February (virtual)
 - a. SHRM Foundation webinar on March 15th – Brooke to attend if available and will be our point of contact
 - b. National SHRM Initiatives – Civility and AI in the workplace
- h. SHRM co-branding initiative
 - a. National offering dual chapters early access to the cobranded packaged assets
 - b. Christine will confirm if this alleviates the requirement to use the national logo on our materials.
 - c. Options for how we want our chapter displayed:
 - i. NEPA
 - ii. Northeast PA
 - iii. Northeast Pennsylvania
 - iv. NE Pennsylvania

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Committee Updates

- a. Communications Committee (Brooke)
 - a. Sarah taking on Sponsorship tasks
 - b. Kelly taking on social media event promotions

- b. Finance Committee (Kellie Knesis absent – Financials reviewed by Neena)
 - a. Review of previous month expenses, deposits, checking account balance.
 - b. Total net worth = \$111,302.32
 - c. Every month there will be a review of the PayPal account and will move funds over \$500 to the PNC account.
 - d. Motion to approve February financial statement – motion by Tiffany seconded by Heather Buck.

- c. Legislation Committee (Holly absent – no update)
 - a. The committee is scheduled to meet under Holly's leadership and will report more next month.

- d. Membership Committee (Christine)
 - a. Goal, retain members and gain new members
 - i. All members must be a SHRM National member – 100%
 - ii. Dual membership is in place (NEPA and National run concurrently)
 - iii. Reconciliation process established
 - iv. Promoting membership with event flyers; free events for members
 - v. Growth of membership
 1. 273 members as of January 9, 2024
 2. 253 members as of February 6, 2024
 3. 259 members as of March 5, 2024
 - vi. Suzie and Holly supporting with engagement of new and renewing members
 - vii. Fall member mixer event to be held on September 12, 2024 at Railrider's game, to include guests, more details to come closer to that date
 - viii. 2024 membership goal of 261

- e. Professional Development Committee (Tiffany)
 - i. Previous and Upcoming Events / Plans
 - a. HR Legal Spotlight Part 4
 - b. January webinar completed with 37 attendees
 - c. Feb 13th event completed 44 attendees
 - d. March 14th webinar will be moderated by Carrie, 98 registered
 - e. Reviewed the calendar of event delegations for the year
 - ii. PD event registration open – 35 registrations so far; reviewed menu and agreed to keep the same as last year; sponsors to be updated on flyer
 - iii. Registration deadline for events – each Thursday before event
 - iv. Reconciliation deadline for events – each Friday before event
 - v. Event topics identified for each month through November 2024
 - vi. Workforce readiness – no update this month

- f. Governance Committee (Neena)
 - i. Proposed changes to by-laws – Neena to send information on next steps from National

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- ii. Neena to send proposed 2024 Excel goals.
- g. Student Relations Committee (Regina absent, no update)
 - i. Working on creation of an in-person event to include higher education professionals and students. Expand reach to more Colleges in the area.
 - ii. Effort to promote membership mixer to the student population.
 - iii. Scholarship (Regina absent, no update)
 - a. Updating scholarship to three \$1,000 scholarships as of January 1, 2024.
 - b. Flyer draft completed to promote scholarship and certification to our membership.
 - c. Received an application for scholarship – Regina to reach out to confirm graduation date for eligibility.
- h. New business

Meeting Close - Meeting Adjourned – Motion by Neena, seconded by Brooke, BOD confirms

Action Items

- **Committee Chairs**
 - Please remember to send monthly committee meeting notes to Heather to share with full BOD prior to each scheduled meeting.
- **Christine:**
 - To confirm if co-brand logo alleviates the requirement to use National's logo on our materials
- **Kellie:**
 - Talk with PSECU about possibility to move some funds from PNC into a money market account
 - Will explore option for financial audit
 - Will explore option for Venmo account
 - Circulate prior month financials for electronic vote
- **Heather and Neena**
 - Work on revision of Board Bucks program – ongoing pending by-law approval
- **Brooke:**
 - Promote flyer for certification
 - To attend Foundation Webinar on March 15th

Next Meeting

March 5, 2024 – virtual

Brooke Lipperini

February 6, 2023

Date